

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0003

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: Update to “Guidelines for Entering Civil Service Information in
ISIS HR”**

Issue Date: January 27, 2009

This is to advise agencies that the “Guidelines for Entering Civil Service Information in ISIS HR” section of the online HR Handbook has been updated. These updated guidelines replace the previous Civil Service Entry Guidelines. Although the guidelines are written to specifically address the ISIS HR system, agencies using other HRIS systems are reminded that they must duplicate for their agencies the information requirements found in the guidelines.

REASON FOR THE CHANGE: Civil Service regularly monitors agency HR practices, changes in the ISIS HR system, and the CS rules to determine their impact on the type of entries that should be made in the system. Therefore, the guidelines must be updated periodically.

Following are the sections of the guidelines that have been affected since the last revision:

- Civil Service Rule numbers have been changed/corrected throughout the document
- References to maintaining information on the Grievance Infotype have been removed
- Type of Appointment
 - Under “Reassignment”, Lateral from Detail was removed as an action reason
- Base Pay / Special Changes
 - Added Incentive Pay
- Leave & Attendance Time Entry
 - Changed maximum time frame without Civil Service approval for Suspensions with Pay to 260 work hours
 - Changed maximum time frame without Civil Service approval for Suspensions without Pay to 176 work hours
 - Added Telecommuting attendance code (ZTEL)

- Position and Pay Plan Changes
 - Added information under “General Information on Positions in ISIS HR” on how to record unclassified position authority status
 - Transfers
- Added “Transfer out to Non-ISIS Agency” as a Losing Agency Nature of Transfer

If you have any additional questions, please contact the Lane Brown, the HRIS Consultant Specialist at 225-219-9439 or lane.brown@la.gov. We appreciate your continued cooperation with accurate and timely reporting of personnel information.

Sincerely,

s/Anne S. Soileau
Director